

CITY GENERAL SERVICES OFFICE

**REQUEST FOR PRICE QUOTATION (RFQ) NO. 2020-06-344**  
Shopping

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Please quote your lowest price on the item/s listed below and submit your quotation together with the requirements stated hereunder to this office located at Room 442, Manila City Hall Building, Arroceros Street, Manila during office hours within seven (7) calendar days from receipt hereof, subject to the following terms and conditions, to wit:

1. If applicable, indicate the specific brand, model/year and country of origin for each item.
2. Delivery period shall be within Fifteen (15) calendar days upon receipt of Purchase Order.
3. Warranty shall be for a period of three (3) months for supplies and materials, One (1) year for equipment from date of acceptance by the end-user.
4. Price validity shall be for a maximum period of 120 calendar days.
5. Subject to the submission of the following documents:

- a. DTI / SEC Certificate of Registration with Secretary's Certificate
- b. Mayor's/ Business Permit
- c. PHILGEPS Registration Number
- d. Income/Business Tax Return
- e. Omnibus Sworn Statement

Canvassed By:

THELMA L. PEREZ  
Officer-In-Charge

CLARK BENZON L. CASUCO  
Acting Supply Officer I

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL PRICE
Office: Department of Public Services				PR No. 652		
Charge to: Office Supplies Expenses				OBR No. 100-2005-04427		
ABC: Php95,340.00						
1	16	pcs.	Ballpen, ordinary, black	Php 30.00	Php _____	Php _____
2	6	pcs.	Signpen, liquid gel, 0.5mm, black	Php 130.00	Php _____	Php _____
3	3	pcs.	Correction tape, 5mm x 10m	Php 80.00	Php _____	Php _____
4	12	reams	Paper Copy, A4 500's, 70 gsm	Php 388.00	Php _____	Php _____
5	10	reams	Paper copy, long, 500's, 8.5 x 13	Php 460.00	Php _____	Php _____
6	2	reams	Computer Continuous Form, 11 x 14 x 7/8, 3ply, carbonized	Php 1,725.00	Php _____	Php _____
7	2	reams	Computer Continuous Form, 11 x 14 x 7/8, 1 ply	Php 2,032.00	Php _____	Php _____
8	2	reams	Computer Continuous Form, 11 x 9 x 1/2, 3 ply, carbonized	Php 1,050.00	Php _____	Php _____
9	2	reams	Computer Continuous Form, 11 x 9 x 1/2, 1 ply	Php 1,318.00	Php _____	Php _____
10	1	box	Envelope, Documentary legal size, brown, 150 gsm	Php 1,083.00	Php _____	Php _____
11	2	boxes	Envelope, pay, 8 1/2, 500pcs/box	Php 250.00	Php _____	Php _____
12	3	boxes	Fastener, paper, metal, 50's box, 7cm	Php 140.00	Php _____	Php _____
13	2	boxes	Ink, HP 704, black	Php 570.00	Php _____	Php _____
14	1	box	Toner, CLT-K506s, black	Php 10,512.00	Php _____	Php _____
15	1	box	Toner, CLT-K506s, yellow	Php 9,432.00	Php _____	Php _____
16	1	box	Toner, CLT-K506s, magenta	Php 9,432.00	Php _____	Php _____
17	1	box	Toner, CLT-K506s, cyan	Php 9,432.00	Php _____	Php _____
18	1	box	Index Card, 5" x 8", ruled both sides, 100's/pack	Php 74.00	Php _____	Php _____
19	3	pcs.	Stamp pad, felt pad, 60mm x 100mm, #2	Php 90.00	Php _____	Php _____
20	3	bottles	Stamp pad, ink, violet. 50ml.	Php 85.00	Php _____	Php _____
21	3	pcs.	Notepad, 3 x 3, 100 sheets/pad, 72 gsm, assorted w/ adhesive	Php 76.00	Php _____	Php _____
22	3	pcs.	USB Flashdrive, 32GB, high quality	Php 1,493.00	Php _____	Php _____
23	2	pcs.	Page Marker sign HERE, set	Php 101.00	Php _____	Php _____
24	1	pc.	Toner MP2501, copyprinter ink, 230g	Php 3,500.00	Php _____	Php _____
25	1	pc.	Copy Printer Ink, DX 2430, 500ml	Php 1,350.00	Php _____	Php _____
26	1	roll	Roll Master for DX 2430	Php 3,185.00	Php _____	Php _____
27	3	pcs.	Ribbon cartridge FX2190, 32.0m/104.9ft	Php 1,260.00	Php _____	Php _____
28	3	pcs.	Ribbon cartridge LQ2190, 60.0m/196.8ft	Php 1,500.00	Php _____	Php _____
29	10	pcs.	Record book, 500 pages, 214mm x 278mm	Php 200.00	Php _____	Php _____
30	10	pcs.	CD Rewritable, speed 700mb, 52x speed	Php 80.00	Php _____	Php _____

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RFQ No. 2020-06-344

Procurement of Various Office Supplies

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL PRICE
Office: Department of Public Services				PR No. 652		
Charge to: Office Supplies Expenses				OBR No. 100-2005-04427		
ABC: Php95,340.00						
31	5	pcs.	Black, 70ml., T6641	Php 700.00	Php _____	Php _____
32	3	bottles	Permanent marker	Php 54.00	Php _____	Php _____
33	5	pcs.	Staple, Full strip 5000pcs/box No.35-5m	Php 68.00	Php _____	Php _____
34	10	pcs.	Paper clip, Vinyl coated, small, multicolor, 30mm/100pcs	Php 42.00	Php _____	Php _____
35	6	pcs.	Marker, Fluorescent, set of 3 colors	Php 181.00	Php _____	Php _____
36	3	pcs.	Packaging tape, 48mm, 50 meters	Php 84.00	Php _____	Php _____
<b>Total</b>					Php _____	

Office: Department of Engineering and Public Works  
Charge to: Office Supplies Expenses  
ABC: Php 894,046.00

PR No. 628  
OBR No. 100-2005-04368

1	50	pcs.	Ballpen, black, ordinary	Php 15.00	Php _____	Php _____
2	25	pcs.	Ballpen, blue, ordinary	Php 15.00	Php _____	Php _____
3	50	pcs.	Ballpen, red, ordinary	Php 15.00	Php _____	Php _____
4	30	pcs.	Ballpen, liquid gel, .5m, black	Php 18.00	Php _____	Php _____
5	30	pcs.	Ballpen, liquid gel, .5m, red	Php 18.00	Php _____	Php _____
6	30	pcs.	Ballpen, liquid gel, .5m, blue	Php 18.00	Php _____	Php _____
7	30	bxs.	Clip, Paper, 48mm, 100's/box	Php 50.00	Php _____	Php _____
8	15	bxs.	Clip, Paper, 32mm, 100's/box	Php 22.00	Php _____	Php _____
9	500	pcs.	Compact disc rewritable (CD-RW)	Php 20.00	Php _____	Php _____

10	20	pcs.	Correction fluid	Php	80.00	Php _____	Php _____
11	50	pcs.	Correction tape	Php	35.00	Php _____	Php _____
12	10	pcs.	Envelope, documentary for A4 size document, brown, Short	Php	800.00	Php _____	Php _____
13	5	pcs.	Envelope, documentary for legal size document, brown, Long	Php	251.00	Php _____	Php _____
14	150	pcs.	Envelope, expanding, kraftboard, for legal size document	Php	20.00	Php _____	Php _____
15	20	pcs.	Eraser, Rubber for pencil draft/writing	Php	10.00	Php _____	Php _____
16	20	bxs	Fastener, 50 sets/box , non-sharp, super-quality	Php	72.00	Php _____	Php _____
17	20	pcs.	Flash Drive, 16GB capacity, USB 2.0 plug and play	Php	919.00	Php _____	Php _____
18	5	bxs.	Folder, tagboard, short, for A4 size documents	Php	700.00	Php _____	Php _____
19	50	bxs.	Folder, tagboard, long, for legal size documents	Php	875.00	Php _____	Php _____
20	10	jars	Glue, all purpose, big, in jar with applicator	Php	88.00	Php _____	Php _____
21	10	set	Marker, fluorescent, 3 asstd colors/set	Php	132.00	Php _____	Php _____
22	5	pcs.	Marker, white board, black, blue and red	Php	132.00	Php _____	Php _____
23	20	pcs.	Marker, permanent, black	Php	72.00	Php _____	Php _____
24	10	pcs.	Marker, permanent, red	Php	72.00	Php _____	Php _____
25	20	pcs.	Marker, permanent, blue	Php	72.00	Php _____	Php _____
26	10	reams	Paper, multicopy, A3 L 297 X 420mm 80 g/m2	Php	510.00	Php _____	Php _____
27	200	reams	Paper, multicopy, A4, 210 x 297mm 24/80 g/m <sup>2</sup>	Php	424.00	Php _____	Php _____
28	20	reams	Paper, multicopy, short, 8 1/2" x 11 24/80 g/m <sup>2</sup>	Php	399.00	Php _____	Php _____
29	555	reams	Paper, multicopy, legal, 216 x 330mm 24/80 g/m <sup>2</sup>	Php	393.00	Php _____	Php _____
30	10	pads	Paper, pad ruled, yellow, 100 sheets / pad	Php	132.00	Php _____	Php _____
31	40	bxs.	Paper, carbonless, continuous form, 11x14 7/8 3 ply	Php	2,134.00	Php _____	Php _____
32	20	bxs.	Paper, carbonless, continuous form, 11x9 1/2 3 ply	Php	1,384.00	Php _____	Php _____
33	10	box	Pencil, lead, with eraser, wood cased, hardness, HB	Php	158.00	Php _____	Php _____
34	10	pcs.	Puncher, heavy duty, 2 punch hole, 70/80 mm	Php	325.00	Php _____	Php _____
35	10	pcs.	Push Pin, flat head type, 100pcs/box	Php	36.00	Php _____	Php _____
36	20	bks.	Record book, 300pp, 215mm x 275mm 55gms	Php	265.00	Php _____	Php _____
37	40	bks.	Record book, 500pp, 215mm x 275mm 55gms	Php	298.00	Php _____	Php _____
38	5	bxs.	Rubber band, 350 grams	Php	309.00	Php _____	Php _____
39	10	pcs.	Stamp pad, super quality, no. 2	Php	76.00	Php _____	Php _____
40	10	bottles	Stamp pad ink, purple, 50ml.	Php	31.00	Php _____	Php _____
41	10	pcs.	Stapler, heavy duty	Php	535.00	Php _____	Php _____
42	50	bxs.	Staple wire, No.35, 3500 staples, 6mm.	Php	71.00	Php _____	Php _____
43	10	rolls	Tape 2", Masking, 50m	Php	124.00	Php _____	Php _____
44	10	rolls	Tape, transparent, 50m	Php	62.00	Php _____	Php _____
45	5	rolls	Twine, plastic, 1kg/roll	Php	69.00	Php _____	Php _____
46	10	pcs	Ink, Ribbon, for electric typewriter for Olympia	Php	160.00	Php _____	Php _____
47	10	pcs.	Ink, ribbon, for manual typewriter, nylon	Php	35.00	Php _____	Php _____
48	30	carts	Ink, ribbon, for Epson, FX 2190	Php	541.00	Php _____	Php _____
49	20	carts	Ink, ribbon, for Epson, LQ 2190	Php	1,376.00	Php _____	Php _____
50	10	carts	Ink, ribbon for Epson, LX 300	Php	240.00	Php _____	Php _____
51	30	bottles	Ink, for Epson , T6641, Black	Php	420.00	Php _____	Php _____

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RFQ No. 2020-06-344

Procurement of Various Office Supplies

ITEM	QTY.	UNIT		CEILING PRICE	UNIT PRICE	TOTAL
			Office: Department of Engineering and Public Works	PR No. 628		
			Charge to: Office Supplies Expenses	OBR No. 100-2005-04368		
			ABC: Php 894,046.00			
52	30	bottles	Ink, for Epson , T6641, Cyan	Php	420.00	Php _____
53	30	bottles	Ink, for Epson , T6641, Magenta	Php	420.00	Php _____
54	30	bottles	Ink, for Epson , T6641, Yellow	Php	420.00	Php _____
55	5	carts	Ink, for HP Cartridge 05A	Php	7,500.00	Php _____
56	5	carts	Ink, for HP 932/933, cartridge, Black	Php	1,733.00	Php _____
57	5	carts	Ink, for HP 932/933, cartridge, Cyan	Php	1,470.00	Php _____
58	5	carts	Ink, for HP 932/933, cartridge, Magenta	Php	1,470.00	Php _____
59	5	carts	Ink, for HP 932/933, cartridge, Yellow	Php	1,470.00	Php _____
60	15	carts	Ink, for HP 2645/4645, cartridge, Black	Php	683.00	Php _____
61	15	carts	Ink, for HP 2645/4645, cartridge Colored	Php	683.00	Php _____
62	3	carts	Ink, for Riso, Gestetner, Model DX2430	Php	2,268.00	Php _____
63	3	carts	Masterpaper, Riso, Gestetner	Php	3,938.00	Php _____
64	2	carts	Toner, for Model M 2535, DN/L TK-1149	Php	14,963.00	Php _____
65	4	carts	Toner, for Taskalfa 1800 TK-4109	Php	14,963.00	Php _____
66	5	carts	Toner, for Gestetner, Model MP2501L	Php	5,460.00	Php _____
			<b>Total</b>		Php _____	
			x-x-x-x-x-x-x-x			
			Per Lot Basis Total: Php989,386.00		Php _____	

After having carefully read and accepted your terms and conditions, I/We hereby quote on the items/s at prices listed above

Printed Name/Signature

Tel. No/Cellphone No.  
e-mail address

Date

